

SUPPORT SERVICES
RECORDS MANAGEMENT AND CONTROL

890413-01

APPLICATION FOR

AMENDMENT TO RECORDS RETENTION SCHEDULE

Application Number

86-5-A

Application Date: 3-2-89

FOR STATE RECORDS MANAGEMENT DIVISION USE

Date Received

Application No.

Date Completed

APR 13 1989

MAY - 5 1989

86-005-A

Record Series Title: Safety Engineering (Inspection)
Records - Amusement Rides Reports

Person to Contact: Jim Bishop/Bill Johnson

Item number to be amended: 7, 10 and 12

Telephone No. 656-3040

Reads as follows: (see attachments)

Amended to read: (see attachments)

1989 APR 13 AM 10:55

Reason for change: Starting in 1989 file will be microfilmed.
This Record Series was established CY 1986 and all accumulation of
reports will be microfilmed.

AUTHORITY:

Division Director/Designee: Earl Everett / Jr

Date 3-31-89

Records Management Officer (RM&C): James B. Bishop

Date 4-10-89

Chief, Records Management and Control: William B. Johnson

Date 4-10-89

Assistant Commissioner (Administration): Ray E. Hollingsworth

Date 4-12-89

State Auditor/Designee: W. H. Rogers

Date 5-4-89

Secretary of State/Designee: Edward Weldon

Date 5/3/89

Governor
Attorney General/Designee: W. H. Rogers

Date 5/5/89

DOL-143 (R-10/88)



860730-08

INSTRUCTIONS: The Records Management Officer of the Records Management and Control Unit will be of assistance in completing this form. After Division Director/Designee has signed the form, forward original to Records Management and Control, 130 Memorial Drive, S. W., Atlanta, Georgia 30303. Attention: Records Management Officer

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Georgia Department of Labor Safety Engineering 501 Pulliam Street S.W. Room 211 Atlanta, Georgia 30334	Application Number	86-5-A
Application Number		Date Received JUL 30 1986	Date Completed JAN 12 1987
2. Person to Contact Earl Everett		Working Title Chief, Safety Engineer	Telephone Number 656-2966
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. 86-5 Check One: <input checked="" type="checkbox"/> Change; <input checked="" type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest Latest 1-1-86 to present		5. Records Series Title (followed by title used in office, if different) Safety Engineering Inspection Records - Amusement Rides	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? Chief, Safety Engineer - In charge of the Inspection Division's mission to inspect boilers and pressure vessels in Georgia, as well as elevators, escalators, and other machinery which fall under industrial safety laws.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: the Safety Engineering Inspection of Amusement Rides by Department and/or insurance company inspectors. Included are: DOL-4210 Amusement Ride Safety - Narrative DOL-4211 Amusement Ride Safety - Inspection/Check List DOL-4213 Chair-Gondola Lifts and Ski Tows Inspection Report Form. File is arranged: annually by calendar year, thereunder arranged alphabetically by name.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old 4; Seven to twelve months old 4; Thirteen to twenty-four months old 2; twenty-five months and older 2?			
9. Annual Rate of Accumulation of Records Letter-size drawers 1; Legal-size drawers; Shelves; Other (specify)			

(Over)

DOL-144 (R-5/85)

X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
X	c. Is this a vital record?
X	d. Does this series have historical or long term research value?
X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X	f. Is the information contained in this series ever published? If yes, attach copy.
X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? Insurance Company will keep a copy.
X	i. Is this series (or a major portion of it) regularly microfilmed? microfilm equipment is being requested.
X	j. Does the record series result in a computer printout? computer program is being developed.

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|--------------|
| a. State Law | _____ years. | d. Audit period | 10 years. |
| b. Statute of limitation | _____ years. | e. Administrative need | 10 years. |
| c. Federal Law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

To satisfy any potential audit requirements, litigation and/or claims. (Retention period recommended by Attorney General's Office)

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then.

- ☒ Hold in the current files area _____ month(s) 10 year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

Note:

File series to be cut off at end of each Calendar Year; hold in current files area ten (10) years; then destroy after completion and release of all State and Federal audit requirements, litigation and/or claims.

Note:

Files series to be held in current files area if microfilm equipment is obtained.

These instructions apply to all prior and future accumulations of the series.

Division Director/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Carl K...</i>	7-19-86	<i>James J. ...</i>	7/24/86
Assistant Commissioner (Administration) (Signature)	Date	Chief, Records Management & Control (Signature)	Date
<i>Ray E. Hellingworth</i>	7-28-86	<i>William B. ...</i>	7/24/86
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)	State Auditor/Designee	State Records Committee (Signature)	Date
	<i>W. H. ...</i>	<i>W. H. ...</i>	1-7-87
	Secretary of State/Designee	<i>Edward Weldon</i>	1/5/87
	Attorney General/Designee	<i>James J. ...</i>	1/12/86

(Reverse side)



APPLICATION FOR RECORDS RETENTION SCHEDULE

Administrative Services
Facilities and Support Services
Records Management and Control

860116-03

INSTRUCTIONS: The Records Management Officer of the Records Management and Control Unit will be of assistance in completing this form. After Division Director/Designee has signed the form, forward original to Records Management and Control, 130 Memorial Drive, S. W., Atlanta, Georgia 30303. Attention: Records Management Officer

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Georgia Department of Labor Safety Engineering 501 Pulliam Street S.W. Room 211 Atlanta, Georgia 30334	Application Number	86-5
Application Number		Date Received JAN 16 1986	Date Completed MAR 31 1986
2. Person to Contact Earl Everett		Working Title Chief, Safety Engineer	Telephone Number 656-2966
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1-1-86		5. Record Series Title (followed by title used in office, if different) to present Safety Engineering Inspection Records - Amusement Rides	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? Chief, Safety Engineer - In charge of the Inspection Division's mission to inspect boilers and pressure vessels in Georgia, as well as elevators, escalators, and other machinery which fall under industrial safety laws.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: the Safety Engineering Inspection of Amusement Rides. Included are: DOL-4209 Amusement Rides - Operator's Application for Permit DOL-4210 Amusement Ride Safety - Narrative DOL-4211 Amusement Ride Safety - Inspection/Check List DOL-4212 Application to Install and Register: Chair, Gondola Lifts, Ski Tows and Tramways DOL-4213 Chair-Gondola Lists and Ski Tows Inspection Report Form. File is arranged: annually by calendar year, thereunder arranged alphabetically by name.			
8. Monthly Reference Rate One to six months old <u>4</u> ; Seven to twelve months old <u>4</u> ; Thirteen to twenty-four months old <u>2</u> ; twenty-five months and older <u>2</u> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers <u>1</u> ; Legal-size drawers _____; Shelves _____; Other (specify) _____			

(Over)

DOL-144 (R-5/85)

X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
X	c. Is this a vital record?
X	d. Does this series have historical or long term research value?
X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X	f. Is the information contained in this series ever published? If yes, attach copy.
X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? insurance company will keep a copy
X	i. Is this series (or a major portion of it) regularly microfilmed?
X	j. Does the record series result in a computer printout? computer program is being developed

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|-----------------|
| a. State Law | _____ years. | d. Audit period | <u>3</u> years. |
| b. Statute of limitation | _____ years. | e. Administrative need | <u>3</u> years. |
| c. Federal Law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

To satisfy any potential audit requirements, litigation and/or claims.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then.

- ☒ Hold in the current files area _____ month(s) 3 year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

Note:

File series to be cut off at end of each Calendar Year; hold in current files area three (3) years; then destroy after completion and release of all State and Federal audit requirements, litigation and/or claims.

These instructions apply to all prior and future accumulations of the series.

Division Director/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Paul Evans</i>	1-9-86	<i>James A. Bishop</i>	1-10-86
Assistant Commissioner (Administration) (Signature)	Date	Chief, Records Management & Control (Signature)	Date
<i>Ray E. Hollingsworth</i>	1-14-86	<i>William B. Johnson</i>	1-10-86
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)	State Auditor/Designee	State Records Committee (Signature)	Date
	Secretary of State/Designee	<i>Norman A. ...</i>	3-13-86
	Attorney General/Designee	<i>Edward Wilson</i>	3-12-86
		<i>[Signature]</i>	3/3/86

(Reverse Side)